Shawnee Mission West High School

FUNDRAISING APPLICATION

RETURN COMPLETED FORM TO DESIGNATED ADMINISTRATOR

5. DESCRIPTION OF FUNDRAISER: 6. DESCRIBE HOW REVENUE WILL BE COLLECTED (and how funds will be kept during the month) 7. DATE OF FUNDRAISER: 1 ST CHOICE - BEGIN END 2 ND CHOICE - BEGIN END 3 RD CHOICE - BEGIN END 8. PROFITS FROM THIS FUNDRAISER WILL BE USED FOR (must be specific)	1.	. BENEFITTING ORGANIZATION:				
Print Name Teacher Signature Email/Phone Location of Fundraiser: Email/Phone Location of Fundraiser: DESCRIPTION OF FUNDRAISER: DESCRIBE HOW REVENUE WILL BE COLLECTED (and how funds will be kept during the month) 7. DATE OF FUNDRAISER: 15T CHOICE - BEGIN END 2ND CHOICE - BEGIN END 3ND CHOICE - BEGIN END 8. PROFITS FROM THIS FUNDRAISER WILL BE USED FOR (must be specific) IF SO, FOLLOW THESE PROCEDURES: A) Submit a requisition request to the bookkeeper to pay for the product. B) All checks must be made out to Shawnee Mission West High School. C) Deposit money daily with bookkeeper. Do NOT hold money overnight. 10. WILL FUNDS BE DEPOSITED INTO PARENT ORGANIZATION ACCOUNT? IF SO, FOLLOW THESE PROCEDURES: A) ENSURE THAT ALL ADVERTISING AND ORDER FORMS CLEARLY STATE THAT THE FUNDS WILL NOT BE GOING TO SHAWNEE MISSION WEST HIGH SCHOOL. B) PROVIDE COPIES OF ABOVE MENTIONED ADVERTISING AND ORDER FORMS TO BOOKKEEPING TWO WEEKS BEFORE FUNDRAISER BEGINS. NOTE: PLEASE SEE BOOKKEEEPING MANUAL FOR CORRECT PROCEDURES BEYOND THOSE MENTIONED ABOVE. NOT APPROVED	2.	TEACHER SPONSOR:				
4. Location of Fundraiser:						
5. DESCRIPTION OF FUNDRAISER: 6. DESCRIBE HOW REVENUE WILL BE COLLECTED (and how funds will be kept during the month) 7. DATE OF FUNDRAISER: 1 ST CHOICE - BEGIN END	3.	Parent Sponsor:	Email/Phone			
6. DESCRIBE HOW REVENUE WILL BE COLLECTED (and how funds will be kept during the month) 7. DATE OF FUNDRAISER: 1 ST CHOICE - BEGIN END	4.	Location of Fundraiser:				
7. DATE OF FUNDRAISER: 1 ST CHOICE - BEGIN END	5.	DESCRIPTION OF FUNDRAISER:				
7. DATE OF FUNDRAISER: 1 ST CHOICE - BEGIN END	6.					
8. PROFITS FROM THIS FUNDRAISER WILL BE USED FOR (must be specific) 9. WILL FUNDS BE DEPOSITED INTO SCHOOL ACTIVITY/CLUB ACCOUNT? IF SO, FOLLOW THESE PROCEDURES: A) Submit a requisition request to the bookkeeper to pay for the product. B) All checks must be made out to Shawnee Mission West High School. C) Deposit money daily with bookkeeper. Do NOT hold money overnight. 10. WILL FUNDS BE DEPOSITED INTO PARENT ORGANIZATION ACCOUNT? IF SO, FOLLOW THESE PROCEDURES: A) ENSURE THAT ALL ADVERTISING AND ORDER FORMS CLEARLY STATE THAT THE FUNDS WILL NOT BE GOING TO SHAWNEE MISSION WEST HIGH SCHOOL. B) PROVIDE COPIES OF ABOVE MENTIONED ADVERTISING AND ORDER FORMS TO BOOKKEEPING TWO WEEKS BEFORE FUNDRAISER BEGINS. NOTE: PLEASE SEE BOOKKEEEPING MANUAL FOR CORRECT PROCEDURES BEYOND THOSE MENTIONED ABOVE. 11. ADMINISTRATIVE APPROVAL NOT APPROVED	7.	DATE OF FUNDRAISER: 1 ST CHOICE -	BEGIN	END		
 8. PROFITS FROM THIS FUNDRAISER WILL BE USED FOR (must be specific)						
IF SO, FOLLOW THESE PROCEDURES: A) Submit a requisition request to the bookkeeper to pay for the product. B) All checks must be made out to Shawnee Mission West High School. C) Deposit money daily with bookkeeper. Do NOT hold money overnight. 10. WILL FUNDS BE DEPOSITED INTO PARENT ORGANIZATION ACCOUNT? IF SO, FOLLOW THESE PROCEDURES: A) ENSURE THAT ALL ADVERTISING AND ORDER FORMS CLEARLY STATE THAT THE FUNDS WILL NOT BE GOING TO SHAWNEE MISSION WEST HIGH SCHOOL. B) PROVIDE COPIES OF ABOVE MENTIONED ADVERTISING AND ORDER FORMS TO BOOKKEEPING TWO WEEKS BEFORE FUNDRAISER BEGINS. NOTE: PLEASE SEE BOOKKEEEPING MANUAL FOR CORRECT PROCEDURES BEYOND THOSE MENTIONED ABOVE. 11. ADMINISTRATIVE APPROVAL NOT APPROVED	8.	PROFITS FROM THIS FUNDRAISER WIL	L BE USED FOR (must be s	pecific)		
IF SO, FOLLOW THESE PROCEDURES: A) ENSURE THAT ALL ADVERTISING AND ORDER FORMS CLEARLY STATE THAT THE FUNDS WILL NOT BE GOING TO SHAWNEE MISSION WEST HIGH SCHOOL. B) PROVIDE COPIES OF ABOVE MENTIONED ADVERTISING AND ORDER FORMS TO BOOKKEEPING TWO WEEKS BEFORE FUNDRAISER BEGINS. NOTE: PLEASE SEE BOOKKEEEPING MANUAL FOR CORRECT PROCEDURES BEYOND THOSE MENTIONED ABOVE. 11. ADMINISTRATIVE APPROVAL NOT APPROVED NOT APPROVED	9.	IF SO, FOLLOW THESE PROCEDURES: A) Submit a requisition request to the bookkeeper to pay for the product. B) All checks must be made out to Shawnee Mission West High School.				
11. ADMINISTRATIVE APPROVAL NOT APPROVED	10.	 IF SO, FOLLOW THESE PROCEDURES: A) ENSURE THAT ALL ADVERTISING AND ORD MISSION WEST HIGH SCHOOL. B) PROVIDE COPIES OF ABOVE MENTIONED A FUNDRAISER BEGINS. 	DER FORMS CLEARLY STATE THA	AT THE FUNDS WILL NOT BE GOING TO SHAWNEE MS TO BOOKKEEPING TWO WEEKS BEFORE		
	11					
	тт.		NOT AP			